

INDIVIDUAL PROCUREMENT ACTION PLAN (IPAP)

CD 435 No. _____ Date Contract Required _____
Procurement Plan No. _____ Date Delivery Required _____
Technical Representative _____ Line Office _____

A. REQUIREMENT, AMOUNT AND CONTRACT TYPE:

1. Brief description of proposed procurement: _____

2. Period of Performance: Base: _____ Options: _____

3. Estimated Amount:

a. Initial Award: \$ _____ b. Options: \$ _____
c. Systems Life: _____ d. Expiring Funds? Y N

4. Anticipated Contract Type: _____

B. METHOD OF PROCUREMENT AND SYNOPSIS (check as applicable)

1. Method of Contracting

- ☐ Competitive
☐ Noncompetitive
☐ GSA Schedule

- ☐ Sealed Bidding
☐ Negotiated
☐ Simplified Commercial

2. Type of Synopsis:

- ☐ Regular
☐ R&D Sources Sought
☐ Exceptions _____

C. ITEMS TO BE CONSIDERED

(Check if applicable)

- ☐ 1. Pre-proposal conference
☐ 2. Follow-on or Reprocurements
☐ 3. Justification for other than Full and Open Competition
☐ 4. Independent Government Cost Estimates
☐ 5. Government Furnished Property
☐ 6. Availability of Funding
☐ 7. Options
☐ 8. Determination & Findings
 ☐ a. Contract Type
 ☐ b. Inclusion of Options
 ☐ c. Other
☐ 9. Wage Determination (Services)
☐ 10. Source List
☐ 11. Small Business/8a Set Aside (SEC-970)
☐ 12. Technical Proposal Inst.
☐ 13. Evaluation Criteria/Plan
☐ 14. Formal Source Selection Proc.
☐ 15. Subcontracting
☐ 16. RFP Reference Material
☐ 17. Pre-Award Site Visit
☐ 18. Post-Award Site Visit
☐ 19. Special Terms and Conditions
☐ 20. _____
☐ 21. _____
☐ 22. _____

D. APPROVALS REQUIRED

(Check if applicable)

- ☐ 1. Management & Contracted Services (DAO 208-10)
☐ 2. ADP/Telecommunications
 ☐ References Initiative
 ☐ APR/DPA
☐ 3. Acquisition Plan (CAM Issuance #5)
☐ 4. Audiovisual
☐ 5. GPO Printing
☐ 6. Patent Rights
☐ 7. Higher Level Clearances
 ☐ Legal
 ☐ S/CRB
 ☐ HCO
 ☐ Source Selection
☐ 8. Other _____

E. REQUIRED CONTENTS OF PR PKG (Fill in Document Titles)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

F. PLANNING SCHEDULE (Complete as applicable)

	Projected	Actual
1. Advanced Synopsis Released		
2. Advanced Synopsis Closing		
3. Synopsis Evaluation Received		
4. CD-435 Received/Assigned to Specialist		
5. CD-435 Reviewed and Ready Req. Determined		
6. Special Clearances/Approvals Obtained		
7. Regular Synopsis Released		
8. Regular CBD Period Closes		
9. Contract Documents Approved:		
a. Type of Contract		
b. D & F's		
c. Justification for Other Than Full & Open Competition (J&A)		
10. Solicitation Prepared		
11. Solicitation Reviews Completed		
12. Solicitation Released		
13. Pre-proposal Conference Held		
14. Solicitation Closing/Opening		
15. Technical Evaluation Completed		
16. Cost Evaluation Completed		
17. Competitive Range Determined		
18. Pre-Negotiation Position Developed/App'd		
19. Negotiations Begin		
20. Audit Received		
21. Negotiations Completed, "BAFO" Requested		
22. "Best and Final" Received		
23. Technical Evaluation of "BAFO" Received		
24. Preaward Compliances Obtained		
25. Summary of Negotiations Completed		
26. Contract Documents Prepared		
27. Contract Approvals Obtained		
28. Award		
29. Delivery Required		

G. REMARKS: (If additional space is required, continue on blank paper, reference items by number)

H. SIGNATURES

Technical Representative Date

Contract Specialist Date

Contracting Officer Date